

# ✓ **TRADE ACT TRAINING CHECKLIST**

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- \_\_\_\_\_ A Determination of Entitlement has been approved and issued.
- \_\_\_\_\_ Applicant Assessment including certification that worker does not have skills to obtain suitable employment or suitable employment does not exist in local labor market, therefore training is necessary.
- \_\_\_\_\_ Training packet completed
  - \_\_\_\_\_ Forms:
    - \_\_\_\_\_ Trade Act Applicant Assessment
    - \_\_\_\_\_ Request for Worker Training Approval and Allowances While in Training (858)
    - \_\_\_\_\_ Classroom Training Plan (856A)
    - \_\_\_\_\_ Training Facility Comparison
    - \_\_\_\_\_ How will you survive in Training
    - \_\_\_\_\_ Responsibilities of Participant While in Training
    - \_\_\_\_\_ Release of Information
    - \_\_\_\_\_ Advisory Form
  - \_\_\_\_\_ Other Information that must be included with training packet:
    - \_\_\_\_\_ Assessment information
    - \_\_\_\_\_ School information (copies from the school catalog that pertains to the training requested)
    - \_\_\_\_\_ Letter from the worker that includes an explanation why they have chosen this type of training and their plan on successfully completing the program
    - \_\_\_\_\_ Labor market information.
    - \_\_\_\_\_ Statement from the counselor either recommending approval or denial of the training request.
- \_\_\_\_\_ Send complete training packet to the Trade Act Representative in Juneau.
  - Department of Labor and Workforce Development
  - Employment Security Division
  - Trade Act Programs TAA/NAFTA-TAA
  - PO Box 25509
  - Juneau, AK 99802
  - Phone: (907) 465-1882
  - (907) 465-5947
  - Fax: (907) 465-8753